

CIF/CENTRAL COAST SECTION

2011-2012 CCS BYLAWS

Changes made during the 2010-2011 school year are *italicized and bold*

ARTICLE IV REALIGNMENT

Section 1 REALIGNMENT COMMITTEE
Section 2 CONFERENCE & LEAGUE FORMATIONS
Section 3 EXECUTIVE COMMITTEE
Section 4 APPEALS
Section 5 CONFERENCE CHAIRMAN AND ADVISORY SUB COMMITTEE
Section 6 CONFERENCE MEETINGS
Section 7 LEAGUES: BASIC, SUPPLEMENTAL, INTER-CONFERENCE
Section 8 QUORUM
Section 9 MAJORITY REQUIRED FOR LEAGUE FORMATION
Section 10 CCS EXECUTIVE COMMITTEE APPROVAL
Section 11 APPELLATE PROCEDURES
Section 12 CONFERENCE CALENDAR

Section 1 REALIGNMENT COMMITTEE

The Realignment Committee shall be appointed for two-year terms by the CCS President and shall be chaired by *a member of the CCS Executive Committee appointed by the President*.

- A. Members of the CCS Realignment Committee shall be *one* administrator from each Conference; a total of three. (See Section 2 for "Conference").
- B. The CCS Realignment Committee shall biannually propose Conference placement of all member schools to the CCS Executive Committee as specified in the Conference and League Formation Calendar. (Section 12 following)
- C. The CCS Realignment Committee shall notify each school and school district of its proposed Conference placement at least 30 calendar days prior to the date established by the CCS Executive Committee for adoption of Conference placements as specified in Section 6 following.
- D. The CCS Realignment Committee shall perform other duties as directed by the CCS President or CCS Executive Committee related to Conference placement of schools and other matters related to league formation. The CCS Realignment Committee may cause a Conference to convene at any time to consider issues related to league formation which may not reasonably be delayed until normal sequences of Conference placement and/or league formation.

Section 2 CONFERENCE AND LEAGUE FORMATIONS

- A. The purpose of a Conference is established as being responsible for forming leagues among schools which have been assigned to that Conference. Such leagues shall include Basic Leagues, Supplemental Leagues, and Inter-Conference Leagues (See Section 5 following).
- B. Three Conferences shall be formed consisting of schools which are generally proximate. The Conferences shall be named Northern, Central and Southern. All schools within the Section shall be assigned to one Conference. For cause, the boys athletic program of a school may be assigned to one Conference and the girls athletic program may be assigned to another Conference.
- C. The CCS Realignment Committee shall proceed as follows:
 - **No later than the 4th week of September even-numbered years.** The CCS Realignment Committee shall meet to discuss Conference placement of schools. Any school wishing to change Conferences from the one to which they were previously assigned shall notify the CCS *Realignment Chairman* prior to the 3rd week in September.
 - **1st Week of October, even-numbered years.** The CCS Realignment Committee shall announce tentative placement of schools in each Conference.
 - **3rd Week of October, even-numbered years.** The CCS Realignment Committee shall hold open meetings on tentative placement of schools in each Conference.

- **1st Week of November, even-numbered years.** The CCS Realignment Committee shall recommend to the CCS Executive Committee adoption of placement of schools in each Conference.

Section 3 EXECUTIVE COMMITTEE

The CCS Executive Committee shall adopt placement of schools in each Conference. The CCS Executive Committee shall proceed as follows:

- **No later than the second full week in January, odd-numbered years.**
The CCS Executive Committee shall adopt placement of schools in each Conference.

Section 4 APPEALS

- Any school may appeal its Conference placement to the CCS Board of Managers in writing.
- Any school affected by Conference placement of any other school may appeal to the CCS Board of Managers in writing.
- When in receipt of a written appeal as noted in (a) and (b) above, the CCS Board of Managers shall proceed as follows:
 - **No later than the last week in January, odd-numbered years.** The CCS Board of Managers shall consider the appeal(s) and render a final decision on Conference placement of schools.

Section 5 CONFERENCE CHAIRMAN AND ADVISORY SUB-COMMITTEE

The CCS President shall appoint someone from each Conference to serve as the Conference Chairperson to coordinate the duty of each Conference to form leagues among schools which have been placed in each Conference

- The Chairman of each Conference shall serve as Chairman of an Advisory Sub-Committee of the Conference, composed of one voting delegate from each current Basic League within the Conference. The Representative from each league shall be selected by the league they are representing. The Chairman shall be a non-voting member of the Advisory Sub-Committee.
- The Advisory Sub-Committee shall meet at the Chairman's call to investigate, discuss, and formulate proposed leagues composed of all schools assigned to the Conference.
- The Advisory Sub-Committee shall communicate all such discussion, investigation, and proposed leagues with each current Basic League Board of Managers.
- The Advisory Sub-Committee shall attempt to formulate proposed leagues in a mutually cooperative manner so that each school's league needs are appropriately satisfied.
- The Advisory Sub-Committee shall insure that all proposed league formations are communicated to each school and school district.
- The Advisory Sub-Committee shall perform its duties as follows:
 - No later than the first full week in February, odd-numbered years;** The Advisory Sub-Committee shall begin its investigations, discussion and formulation of proposed leagues
 - No later than the first week of March, odd-numbered years;** The Advisory Sub Committee shall have formulated a proposal(s) for Basic Leagues composed of all schools assigned to the Conference.
 - No later than the first week of March, odd-numbered years;** The Advisory Subcommittee shall communicate such proposed league formations to all schools assigned to the Conference and to the school districts involved.

Section 6 CONFERENCE MEETINGS

The Chairman of Each Conference shall convene a Conference meeting for the purpose of adopting Basic Leagues and to provide for the formation of Supplemental and Inter-Conference leagues and the dissolution of such Supplemental and Inter-Conference leagues.

- A. Each school assigned to the Conference shall be represented by the principal or other person defined in the Education Code, Section, or by a school based designee of such principal or person so defined.
- B. The Conference shall consider proposals formulated by the Advisory Sub-Committee which must have been circulated 15 calendar days or more prior to the Conference meeting.
- C. The Conference shall consider proposals from any other source which have been circulated at least 10 calendar days prior to the meeting.
- D. The Conference may amend, by majority vote of those principals, persons, or designees defined above, any proposal previously circulated provided such amendment affects no more than four schools in any amended proposal.
- E. The Conference may, by consent of two-thirds of the principals, persons or designees defined above, waive the 10-day provision of this section and thereafter adopt any proposal for league formation.
- F. Proposals for realignment and decisions relating to realignment shall be based upon the following criteria:
 1. SCOPE OF PROGRAM: Consideration shall be given to each school's comprehensive sports offerings, including both varsity and sub-varsity programs.
 2. STRENGTH OF PROGRAM: Consideration shall be given to the level of competitive equity of each school's entire athletic program. Competitive equity includes but is not limited to, consideration of whether most of a school's teams are reasonably well matched with teams of the other schools in the league..
 3. GEOGRAPHIC PROXIMITY: Consideration shall be given to the general geographic proximity of league member schools.
 4. No realignment proposals or decisions shall be made, which are based upon factors that are discriminatory in nature, including, but not limited to a school's private or public status, a school's ethnicity of student population, a school's religious tenets or the socio-economic status of a school's community.
- G. The Chairman of each Conference shall convene the Conference meeting as follows:
 - No sooner than 15 calendar days from the date the Advisory Sub-Committee shall have circulated its proposed league formations, which date shall be no later than the first week of March, odd-numbered years.
 - The Chairman of Each Conference shall convene a Conference meeting for the purpose of adopting Basic Leagues and to provide for the formation of Supplemental and Inter-Conference leagues and the dissolution of such Supplemental and Inter-Conference leagues.

Section 7 LEAGUES: BASIC, SUPPLEMENTAL, INTER-CONFERENCE

- A. A Basic League is defined as the governance structure of schools and the framework for arranging competition and scheduling in league sports.
 1. Basic leagues must have a minimum membership of five schools.
 2. Basic leagues must have a minimum of six of their member schools participating in a *varsity* sport In order to have an automatic berth into that sport's CCS playoffs and have a vote on the CCS sports committee for that sport. Basic leagues formed before 2005-2006 shall not be bound by this bylaw until the 2008-2009 school year. Such grandfathered leagues must have a minimum of five of their member schools participating in a sport in order to have an automatic berth into that sport's CCS playoffs and have a vote on the CCS sports committee for that sport.

3. Basic leagues that are not single gender leagues, should have a reasonable balance of girls and boys sport offerings that reflect the varsity sports offerings of their league member schools. (see also Article VIII Equal opportunity and Access, Section 4)
 4. Basic leagues must have a minimum of two different sport offerings. (e.g. boys and girls basketball is one sport; softball and baseball are two different sports)
 5. A school may be a member of only one Basic League unless it is necessary for competition purposes and is approved by the realignment process for the boys and girls from one school to be in different basic leagues.
 6. Schools must compete in their basic league in every sport offered by that basic league (6 or more teams at the varsity level and 5 or more sub-varsity), unless it is released by the league under the following conditions:
 - a. Basic leagues shall not indefinitely release a team to seek supplemental league membership in a sport that the basic league offers.
 - b. Basic leagues may only consider releasing a team from a sport offered by their own basic league as a temporary solution and only in very special, unique circumstances that occur for a designated period of time.
 - c. Basic leagues may release teams indefinitely to play as an independent program, not affiliated with any league and not eligible for qualification or participation in any post-season playoff, due to special and unique circumstances as long as such action does not undermine the league's ability to continue to offer that program for its remaining member schools
- B. 1. A Supplemental League is a temporary organization of schools from either more than one basic league or from the same basic league, which provides the framework for competition only in a given sport(s). A Supplemental League is not a governance structure. Supplemental Leagues are formed as needed on an annual basis.
- When a supplemental league is in place or a school obtains supplemental status outside of its basic league, an annual application for renewal of the supplemental leaguings is not required. The supplemental league or individual school's supplemental status shall remain intact from year to year unless and until one of the following occurs:
- a. the individual supplementally-leagued school decides to no longer participate in the supplemental league or maintain its supplemental status, or
 - b. the host league of the supplemental league decides it no longer REASONABLY desires to have the individual supplementally-leagued school as a supplemental league member, or
 - c. the basic league of the supplementally-leagued individual school offers the sport in which the school is supplementally leagued and requests the supplementally-leagued school return to its basic league in accordance with Section 7.A.6.
2. Supplemental leagues made up of teams from different basic leagues must have a minimum of six of their member schools participating in a varsity sport In order to have an automatic berth into that sport's CCS playoffs and have a vote on the CCS sports committee for that sport.
- C. 1. Super leagues who divide their basic league members into supplemental leagues by sport (divisions), must have a minimum of 6 schools with a varsity team in each division in order to have an automatic qualifier from such a division and to have a vote on the CCS sports committee.
2. If it is absolutely necessary, due to the number of schools in the super league in that sport, and if the league has other division(s) of six or more varsity teams, a super league will be allowed to have one division of no less than five schools with varsity teams that will have an automatic berth into the CCS playoffs, but that division of five, will not have a vote on the CCS sports committee for that sport

- D. An Inter-Conference League is a Supplemental League composed of schools from more than one Conference.
- E. Leagues are allowed to structure their sub-varsity teams in any league configuration that their Board of Managers deems appropriate. If there are four or less teams in any sub varsity sport within a league, and there is not unanimous agreement between the schools involved to compete within the league in that sub varsity sport, each school involved will be free to seek supplemental league membership in any other basic league.
- F. A school seeking supplemental league membership for a sport program or team should contact the league(s) in which they are interested in joining and work through that league's process of supplemental membership.

A school unsuccessful in coming to a positive agreement between itself and a basic league for its sub varsity program(s), may play an independent schedule in that sport.

- G. The Executive Committee maintains full and complete discretion with respect to the decisions to place a varsity team in a league and in what league the varsity team may be placed. A school unsuccessful in coming to a positive agreement between itself and a league for its varsity program(s), may request varsity league placement from the CCS Executive Committee which will review such requests at its next regularly scheduled meeting. The petitioning school must submit in writing a plan that reflects the impact of its program on the existing league format.

The Executive Committee will consider every possibility for league placement for such a team and make every effort to provide a league placement. However, the Executive Committee may find it necessary for the team to remain independent of league membership for a specific period of time when one or more of the following conditions exist:

1. Very unique or special or extraordinary circumstances.
2. If the school requesting placement is not, or was not, a member in good standing in either the CCS or the league at the time it left the previous league.
3. If the timing of the request is such that placement in any league would cause a significant disruption for the other members of that league in that sport and there is insufficient time to make the needed adjustments to the league schedule.

Section 8 QUORUM

- A. A quorum shall consist of two-thirds of Conference member schools. A quorum shall be required in order to conduct any Conference business. A quorum may also be attained by mailing any ballot to all Conference member schools.
- B. In the event that a quorum is not attained at any Conference meeting which has been scheduled according to the leaguering calendar or which was announced at least 10 calendar days prior to such meeting date, the Conference Chairman may call a subsequent meeting 10 or more calendar days hence. A quorum at such a re-scheduled meeting shall consist of those present at the re-scheduled meeting provided 51% of Conference members are in attendance.

Section 9 MAJORITY REQUIRED FOR LEAGUE FORMATION

A simple majority of principals, others as defined, or designees, present and voting shall be required to approve leagues

Section 10 CCS EXECUTIVE COMMITTEE APPROVAL

- A. Basic Leagues, as adopted by each Conference, shall be approved by the CCS Executive Committee. The CCS Executive Committee shall return to the Conference for further consideration any proposed league which is not approved.
- B. The CCS Executive Committee shall proceed as follows:
 - No later than the third week in of April, odd-numbered years. The CCS Executive Committee shall approve leagues as proposed by each Conference OR return proposed leagues to the Conference for further consideration.

Section 11 APPELLATE PROCEDURE

- A. Any school or league may appeal the placement of that school in any league, or that league formation, to the CCS Board of Managers as follows:
1. A requirement of such appeal shall be that the appellant school or league provide an alternative leaguig plan to the CCS Board of Managers.
 2. The appellant school or league shall solicit statements of support or non-support from all schools affected by the alternate leaguig plan.
 3. Such solicitation shall be in written form, copied to the Realignment Committee Chairman, and shall be sent to all schools affected by the alternate-leaguig plan.
 4. Such solicitation of support or non-support shall be sent within 20 calendar days of Conference approval of league formation.
 5. Notice of appeal, including letters of support and non-support and complete alternate leaguig plan, shall be filed with the Realignment Committee Chairman within 20 calendar days of Conference approval of league formation.
 6. Decision of the Board of Managers shall be final in all such appeals
- B. The CCS Board of Managers, upon receipt of an appeal(s) described above, shall proceed as follows
- **No sooner than 15 calendar days, nor later than 45 calendar days after receipt**, the CCS President shall call a special meeting of the CCS Board of Managers to consider the appeal(s).
 - The decision(s) of the CCS Board of Managers on such appeals shall be final
 - The CCS Board of Managers may return the appeal(s), without action taken, to the Conference for reconsideration and subsequent approval by the CCS Board of Managers at a time and date set by the CCS President.

Upon such return to the Conference, the Conference Chairman shall convene the Advisory Sub-Committee of the Conference for the purpose of reconsideration of the rejected league proposal(s) and formulation of substitute formation(s). The Conference Chairman shall convene a Conference meeting to discuss and adopt league formation(s) prior to the date specified by the CCS President for the CCS Board of Managers subsequent approval

- C. Upon re-submission of Conference leaguig plans, the CCS Board of Managers shall either approve the league formation(s) OR refer the unresolved issues to the CCS Realignment Committee for recommendation of league formation for that Conference. The CCS Board of Managers shall consider the recommendations of the CCS Realignment Committee and finally adopt leagues for the Conference.

Section 12 CONFERENCE CALENDAR

- A. Calendar of Conference Placement and League formations. The following chronology shall apply to Conference and League formations:
- Request for placement due third seek of September
 - **First Week of October, even-numbered years.** CCS Realignment Committee announces tentative placement of schools in each Conference.
 - **Third Week of October, even-numbered years.** CCS Realignment Committee holds open hearing on tentative placement of schools in each Conference.
 - **First Week of November, even-numbered years.** CCS Realignment Committee announces final recommendations on placement of schools in each Conference to CCS Executive Committee.
 - **No later than the third full week of December, even-numbered years.** CCS Executive Committee adopts Conference placement of schools.
 - **No later than the last week in January, odd-numbered years.** The CCS Board of Managers hears appeals, if any, on Conference placement of schools. .
 - **No later than the first full week of February, odd-numbered years.** Advisory Sub-Committees in each Conference begin league proposals.

- **First week of March, odd-numbered years.** Advisory Sub-Committee finalize league proposals.
- **Fourth Week of March, odd-numbered years.** Conferences meet to adopt Basic Leagues and arrange for Supplemental Leagues.
- **First Week of April, odd-numbered years.** CCS Executive Committee approves leagues adopted by Conference OR returns plans to Conference for reconsideration.
- **No later than 20 calendar days after CCS Executive Committee adoption** of any school may appeal league placement to CCS Vice-President after CCS Executive Committee adoption of any school may appeal league placement to CCS Vice-President.
- **No sooner than 15 calendar days, nor later than 45 calendar days following receipt of appeal from any school,** the CCS Board of Managers will hold a special meeting to consider any appeal; make final resolution or return the matter to the appropriate Conference for reconsideration together with a required date for re-submission.
- **August-September even-numbered years.** Leagues begin to function. As necessary the CCS Board of Managers shall adopt leagues in Conferences in which no proposal has been approved.

B. Visual Aid: CCS CONFERENCE AND LEAGUE FORMATION CALENDAR FOLLOWING:			
EVEN NUMBERED YEARS (nlt = no later than)		ODD NUMBERED YEARS	
WEEK/MONTH	ACTION	WEEK/MONTH	ACTION
1st & 2nd week in September	Schools seeking changes in Conference placement notify <i>CCS Realignment Chairman</i> prior to Realignment Committee Meeting.	nlt 2nd week in January	Executive Committee adoption of Conferences.
nlt 4th week in September	Realignment Committee Meeting to discuss conference placement of schools.	nlt last week in January	Board of Managers considers appeals (if any) and renders final decision on Conference placement
1st week in October	Realignment Committee announces tentative Conference placement.	nlt 1st week in February	Advisory Sub Committee discusses and begins formulation of leagues
3rd week in October	Realignment Committee conducts Open hearings on tentative placement in Conference.	1st week in March	Advisory Sub Committee finalizes basic league proposal(s) and communicates same to all Conference schools and school districts involved at least 15 calendar days prior to Conference meeting
1st week in November	Realignment Committee makes final Conference recommendations to CCS Executive Committee	4th week in March	Conference meets to adopt basic leagues and to arrange for supplemental and inter-conference leagues
		nlt 3rd week in April	Executive Committee approves leagues or returns league proposals back to Conference for further consideration
Any school may submit written appeal of Conference placement to Board of Managers; any school affected by placement of any other school may submit written appeal to Board of Managers		Any school may appeal league placement within 20 calendar days of Executive Committee adoption. Board of Managers will hold a special meeting 15-45 calendar days following receipt of appeal to make final resolution or return to appropriate Conference for reconsideration, together with a required date for re-submission Upon re-submission, BOM shall either approve the league formation OR refer to Realignment Committee for recommendation prior to final adoption by the BOM.	